

06/03

Housing Finance Specialist (SF) (Position #693-001-013)

\$4301-5228

One vacancy for Sacramento

Final file date: 07/02/03

Interested applicants should submit a standard state application form (STD. 678) to:

Carol LiVecchi

Personnel Office

1121 L Street, 7th Floor

Sacramento, CA 95814

Electronically submitted applications/resumes cannot be accepted

Please include the position number on your application.

Questions? Contact Carol at 916-327-5172 or clivecchi@calhfa.ca.gov

Duty Statement
Housing Finance Specialist (Single Family)
(Special Programs/Lender Services)

Advanced journey level/technical advisor position in which the incumbent performs complex, technical, sensitive, and higher level analytical assignments requiring a high level of judgment and expertise in Single Family – Special Programs. Under minimum direction of the Housing Finance Officer (Single Family) in charge of coordinating Special Programs, the incumbent performs the following duties:

Essential Functions:

- 35% Directs the assigned Housing Finance Assistant for Special Programs and the Housing Finance Associate for Special Programs/Lender Services in a lead capacity by setting priorities and direction, reviewing assigned work of both (including new lender application and approval process; Personal Responsibility and Work Opportunities Reconciliation Act (PRWORA); Lender Access System (LAS) reservation data input review; review and approval of local government subordinate loan programs/resale controls under the Affordable Housing Partnership Program (AHPP); Program Manual, bulletins and document control) answering the more technical questions and resolving technical problems.
- 20% Coordinates and provides technical advice to self-help nonprofit corporations seeking CalHFA financing on mutual self-help housing projects; processes, underwrites Self-Help Builder Assistance Program (SHBAP) Development Loan applications and presents to Senior Staff Development Loan analysis and recommendations; processes draw (disbursement) requests; conducts project site inspections; monitors the loans in process once approved through funding to payoff; and coordinates Forward Commitment issues by the Agency for the self-help developments.
- 15% Provides a high level of technical advice and assistance to Agency management, lenders, developers, homebuilders, real estate professionals, local government agencies, nonprofit organizations and other parties regarding AHPP, the CalHFA Housing Assistance Program (CHAP), High-Cost Area Home Purchase Assistance Program (HiCAP), City of Oakland Extra Credit Teacher Home Purchase Program (Oakland Teacher Program), California Homebuyer's Downpayment Assistance Program (CHDAP), Homeownership In Revitalization Areas Program (HIRAP), Extra Credit Teacher Home Purchase Program (ECTP), HomeChoice and the School Facility Fee Down Payment Assistance Program (SFF). Represents CalHFA and Homeownership Programs at tradeshow and homebuyer fairs, participates on panels at conferences, makes public presentations, attends meetings with Lenders, government officials, developers, nonprofit organizations and industry groups and associations.
- 10% Coordinates and provides technical advice to public housing authorities (PHAs) regarding the Section 8 Homeownership Voucher Program.
- 5% Coordinates with Information Technology and the Web Master on programmatic issues concerning LAS, the web page and homeownership documents.

- 5% Researches, plans, develops, presents and/or performs some analytical studies with regard to specific developments, programs or policies in the Special Programs or Loan Production Unit. Coordinates with CalHFA Lenders and formulates recommendations when Lenders are acquired or merged with other companies, undergo name changes, takeovers, etc.
- 5% Coordinates appeals on loan applicant's appeal of declinations of citizenship or qualified alien status, and prepares written decisions for communication to applicant/Lenders; consults with the Office of General Counsel and determines eligibility status of battered aliens and issues written decisions.

Marginal Functions:

- 5% Other duties as assigned.